



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: ALTERNATIVE LIVING SERVICES POLICY 4.09

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Authority: Chapter 71A RCW  
Chapter 388-820 WAC  
Chapter 388-825 WAC

**PURPOSE**

This policy specifies internal procedures for alternative living services.

**SCOPE**

This policy applies to all Field Services offices of the Division of Developmental Disabilities (DDD).

**POLICY**

Alternative Living Services (ALS) is a program to assist eligible individuals to live independently in their own homes. ALS includes services not authorized by Medicaid Personal Care (MPC). ALS can be combined with MPC when an individual requires both services to live independently.

**PROCEDURES**

A. Authorization for Services

Field Services offices will use approved service plans as detailed in DDD Policy 3.01, *Service Plans*, for the referral and development of alternative living services.

Individuals may choose an individual or an agency service provider depending upon availability within their community. The maximum hours allowable per month are thirty (30) for an agency provider, and forty (40) for an individual provider. Field Services staff will comply with DDD Policy 4.02, *Placement in Community Residential Services*, when making referrals to agency service providers.

## 1. Individual Provider

Case/resource managers will specify service goals and objectives in the Individual Service Plan (ISP) and review the plan every twelve (12) months with the person, service provider, and guardian. The provider must maintain a record of the individual's progress toward the ISP goals and objectives, and submit written reports as requested by the case/resource manager.

## 2. Agency Provider

Agency providers will participate in developing an ISP as outlined in WAC 388-820-010 and must develop a written Individual Instruction and Service Plan (IISP) as outlined in WAC 388-820-070.

**B. Denial of Services**

The Field Services office must inform the individual by supplying:

1. A notice of denial;
2. The reason(s) for denial pursuant to WAC 388-825-125; and
3. The right to request an administrative hearing as described in WAC 388-825-100. Services will continue through the fair hearing process if requested.

**EXCEPTION**

The Regional Administrator or designee may grant a written exception to the maximum hours allowable when there is documented risk to the health and safety of the individual.

**SUPERSESSSION**

Division Policy 4.09

Issued September 9, 1998

Division Policy Directive 538

Issued December 7, 1982

Approved: /s/ Timothy R. Brown  
Director, Division of Developmental Disabilities

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